

**SECRETARY OF STATE**  
**State of Nevada**  
**2007**  
**CAMPAIGN CONTRIBUTIONS AND EXPENSES REPORT**

**Candidate  
Acknowledgement**

I, \_\_\_\_\_, hereby acknowledge receipt of the required forms and filing date schedule for the reporting of contributions and expenses pursuant to the Nevada Campaign Practices Act.

I understand that:

- I must file the prescribed reports by:  
Report No. 1 - **March 27, 2007**  
Report No. 2 – **May 29, 2007**  
Report No. 3 – **July 15, 2007**  
Annual Report – **January 15, 2008**
- A violation of the reporting of contributions and expenses is subject to a civil penalty of up to \$5,000 for **each** violation and payment of court costs and attorney's fees;
- I must file the required Contributions & Expenses Reports even though:
  - (1) I withdraw my candidacy;
  - (2) I have no opposition;
  - (3) I lose the primary;
  - (4) My name does not appear on either the primary or general election ballot;
  - (5) I am elected to office;
  - (6) I do not file a declaration of candidacy, but am a candidate as defined in NRS 294A.005 because I have received campaign contributions in excess of \$100; or
  - (7) I do not receive contributions and/or expend any funds (less the filing fee).
- **I UNDERSTAND THAT A MONETARY CIVIL PENALTY MAY BE ASSESSED TO ME FOR FAILURE TO TIMELY FILE THESE REPORTS. (NRS 294A.420)**
- **I UNDERSTAND THAT EACH REPORT MUST BE SIGNED UNDER PENALTY OF PERJURY. (NRS 294A.120, 294A.200)**

\_\_\_\_\_  
Signature

**Received and Filed:**

This \_\_\_\_\_ day of \_\_\_\_\_, 2007

\_\_\_\_\_  
Filing Officer

**FILING OFFICER: This form is to be signed, detached and a copy is to be given to the candidate**

# CAMPAIGN CONTRIBUTIONS AND EXPENSES REPORT

## INSTRUCTIONS

### SINGLE UNIVERSAL FORM

This is the new universal form approved by the Legislative Commission to be used for reporting all campaign contributions and expenses, as well as dispositions of unspent contributions. This form replaces all the following previous forms:

- (1) Contributions and Expenses Report Form;
- (2) Disposition of Unspent Contributions Report Form; and
- (3) In Excess of \$10,000 Report Form.

### ANNUAL FILING REQUIREMENT

The Annual Report—due on January 15—is in addition to the three reports required in the applicable election year.

### WHO MUST FILE

#### 1) Candidates and Incumbents:

Individuals must file this Report with their filing officer on or before the appropriate due date whenever they have:

- (A) Received contributions in excess of \$100;
- (B) Contributions remaining from their last campaign (unspent contributions);
- (C) Filed a declaration of candidacy;
- (D) Filed an acceptance of candidacy; or
- (E) Their name appears on a ballot at any election.

#### 2) Political Parties and Committees, and Political Action Committees (PAC's), and Persons (not under candidate(s)' direction and control), must file this Report with the recipient Candidate(s) or Incumbent's filing officer on or before the appropriate due date whenever they have:

- (A) Made a contribution to an Incumbent, Candidate, or Group of Candidates.

#### 3) Ballot Advocacy Groups (BAG's) and any Person, including a PAC, Party, Committee or Group, Who Advocates on Ballot Questions must file this Report with the filing officer on or before the appropriate due date. Additionally, those petitioners who initiate or circulate a petition who receive or expend funds in excess of \$10,000 must file.

#### 4) Committees for Recall of a Public Officer must file this Report with the Secretary of State on or before the appropriate due date(s). Recall Committees have unique filing dates, depending on whether or not a special election is called. *See* NRS 294A.270 and 294A.280

### FILING DATES

Annual Report—Due no later than January 15, 2007

For transactions during the previous year: Jan. 1 through Dec. 31, 2006.

Report # 1—Due no later than March 27, 2007

For transactions during period which runs from Jan. 1 through Mar. 22, 2007.

Report # 2—Due no later than May 29, 2007

For transactions during period which runs from Mar. 23 through May 24, 2007.

Report # 3—Due no later than July 15, 2007

For transactions during period from May 25 through June 30, 2007.

Annual Report – Due no later than January 15, 2008.

For transactions during period from July 1 through December 31, 2007

(candidates/incumbents who filed report number 1, 2 and 3)

For transactions during period from Jan. 1 through December 31, 2007

(incumbents who are not up for re-election this cycle but have: (1) raised contributions in excess of \$100; or (2) have money left over from their previous campaign.

**Please Note:** Report Nos. 1, 2 and 3 are filed by incumbents/candidates running for office in the 2007 election cycle.

## SUMMARY SHEET INSTRUCTIONS

Line 1—Total Monetary Contributions Received in Excess of \$100

This figure should reflect the total amount of all monetary contributions which were in excess of \$100 that were received. Do not include loans that were guaranteed by a third party or loans that were forgiven.

Line 2—Total Monetary Contributions Received of \$100 or Less

This figure should reflect the total amount of all monetary contributions which were of \$100 or less that were received.

Line 3 – Total Monetary Contributions in the Form of a Loan Guaranteed by a Third Party

This figure should reflect the total amount of all contributions received, in the form of loans that were guaranteed by a third party. This figure should not be included in line 1 (Total Contributions Received in Excess of \$100).

Line 4 – Total Monetary Contributions in the Form of a Loan that are Forgiven

This figure should reflect the total amount of all contributions received, in the form of loans that were forgiven. This figure should not be included in line 1 (Total Contributions Received in Excess of \$100).

Line 5—Total Amount of Monetary Contributions Received

This figure should reflect the total amount of all monetary contributions received, both those that were in excess of \$100, and those less than \$100: the sum of Lines 1 through 4.

Line 6 – Total Amount of Written Commitments for Contributions

This figure should represent the total dollar amount of written commitments for contributions, monetary or in kind. These commitments are reported on a separate page within the report until such time the commitment is satisfied. Once the commitment is satisfied, if the commitment was satisfied by monies, those monies are to be reported as actual contributions. If the commitment was satisfied through services provided in kind, then those services are to be reported in the in kind contributions section.

Line 7—Total Value of In Kind Contributions Received in Excess of \$100

This figure should reflect the total value of all In Kind Contributions with a value in excess of \$100 that were received.

Definition of In Kind Contribution: The value of goods or services provided in kind for which money would have otherwise been paid. In kind contributions include, but are not limited to: (1) paid polling and resulting data, (2) paid direct mail, (3) paid solicitation by telephone, (4) any paid paraphernalia that was printed or otherwise produced to promote a campaign, (5) the use of paid personnel to assist in a campaign, and (6) goods and services such as billboards, office space, printing, food and beverage, and yard signs. The above are provided solely as examples and do not represent the only goods and services which may constitute In Kind Contributions which are required to be reported.

More Examples of In Kind Contributions: (1) A person contributes billboard space and does not charge the candidate. The candidate would report the fair market value or actual cost of the billboard space as an in kind contribution; (2) A person pays for the printing cost of political signs for a candidate. The candidate would report the actual cost or the fair market value of printing the signs as an In Kind Contribution.

Donor of In Kind Contribution Required to Furnish Written Statement to Any Recipient

The donor of any In Kind Contribution shall furnish to the recipient (whether the recipient is an Incumbent, a Candidate or Group of either; a PAC; a Political Party or Party Committee; a Ballot Advocacy Group; a Recall Committee; or any Person who makes an Independent Expenditure to an Incumbent, a Candidate or Group of either) a written and signed statement setting forth the actual cost of the goods or services provided, or their fair market value, within 30 days after the time the Donor furnishes those goods or services. NAC 294A.043.

Line 8—Total Monetary Expenses Paid in Excess of \$100

This figure should reflect the total amount of all monetary expenses which were in excess of \$100 that were paid for.

Line 9 – Total Monetary Expenses Paid of \$100 or Less

This figure should reflect the total monetary expenses which were \$100 or less that were paid for.

Line 10—Total Amount of All Monetary Expenses Paid

This figure should reflect the total amount of all monetary expenses that were in excess of \$100, and those less than \$100, that were paid for: the sum of Lines 8 and 9.

Line 11—Total Value of In Kind Expenses in Excess of \$100

This figure should reflect the total value of all In Kind Expenses that were in excess of \$100 during the reporting period.

Definition of In Kind Expense: An In Kind Expense is the use of an In Kind Contribution received from a Contributor who makes an In Kind Contribution. In Kind Expenses include, but are not limited to, paid polling and resulting data, paid direct mail, paid solicitation by telephone, any paid paraphernalia that was printed or otherwise produced to promote a campaign and the use of paid personnel to assist in a campaign. In Kind Expenses may also include, but are not limited to, goods and services such as billboards, office space, printing, food and beverage and yard signs.

Example of an In Kind Expense: (1) A person contributes the use of a large room to a candidate as an In Kind Contribution. Once the candidate utilizes the room, it becomes an In Kind Expense to be reported.

Line 12 – Disposition of Unspent Contributions

This figure should reflect the total amount of contributions remaining, for this election cycle, that were not spent or committed for expenditure before the primary, general, primary city, general city or special election. This figure is reported in the following manner:

- (1) on the third contributions and expenses report if reports 1 and 2 were required to be filed by the candidate;
- (2) on the annual report if reports 1, 2 and 3 were not required to be filed;
- (3) by May 15, 2007, if defeated in the Primary Election;
- (4) by September 15, 2007, if defeated in the General Election; or
- (5) by the 15<sup>th</sup> day of the second month, after expiration of term, if incumbent does not run for reelection. (This date will depend on the office incumbent held.)

Name (print)	Office (if applicable)	District (if applicable)
Mailing Address (include city and zip code)		Telephone No.
E-Mail Address		
Select Appropriate Box(es)	<input type="checkbox"/> CANDIDATE <input type="checkbox"/> PAC <input type="checkbox"/> BAG <input type="checkbox"/> POL PRTY <input type="checkbox"/> IND EXP <input type="checkbox"/> NONPROFIT CORP	
	<input type="checkbox"/> AMENDED <input type="checkbox"/> ANNUAL FILING <input type="checkbox"/> PETITIONERS WHO INITIATE/CIRCULATE PETITION & RECEIVE OR EXPEND FUNDS IN EXCESS OF 10K	

☐

**Annual Filing - Due January 15, 2007**  
Period: January 1, 2006 – December 31, 2006

☐

**Report #1 — Due March 27, 2007\***  
Period: Jan. 1, 2007 — March 22, 2007

☐

**Report #2 Due — May 29, 2007\***  
Period: Mar. 23, 2007 — May 24, 2007

☐

**Report #3 Due — July 15, 2007\***  
Period: May 25, 2007 — June 30, 2007

☐

**Annual Filing – Due January 15, 2008**  
\*Period: July 1, 2007 – December 31, 2007  
\*\*Period: Jan. 1, 2007 – December 31, 2007

\* **These Reports are filed by incumbents/candidates running for office in the 2007 election cycle**

\*\* **These Reports are filed by incumbents not running for office this cycle who: (1) raised contributions in excess of \$100; or (2) have money left over from a previous campaign**

FOR OFFICE USE ONLY

CONTRIBUTIONS SUMMARY		This Period	Cumulative From Beginning of Report Period #1 through End of This Reporting Period
1. Total Monetary Contributions Received in Excess of \$100 (See page 1 of instruction sheet)			
2. Total Monetary Contributions Received of \$100 or Less (See page 2 of instruction sheet)			
3. Total Monetary Contributions in the form of loans guaranteed by a third party. (See page 2 of instruction sheet)			
4. Total Monetary Contributions in the form of loans that were forgiven (See page 2 of instruction sheet)			
	This Period	Cumulative From Beginning of Report Period #1 Through End of This Reporting Period	
5. Total Amount of Monetary Contributions Received (Add Lines 1 through 4) (See page 2 of instruction sheet)			
6. Total Amount of Written Commitments for Contributions (When commitment is funded, report as contribution (monetary or in kind)) (See page 2 of instruction sheet)			
7. Total Value of In Kind Contributions Received in Excess of \$100 (See page 2 of instruction sheet)			

EXPENSES SUMMARY

8. Total Monetary Expenses Paid in Excess of \$100 (See page 2 of instruction sheet)		
9. Total Monetary Expenses Paid of \$100 or Less (See page 2 of instruction sheet)		
10. Total Amount of All Monetary Expenses Paid (Add Lines 8 and 9) (See page 2 of instruction sheet)		
11. Total Value of In Kind Expenses in Excess of \$100 (See page 3 of instruction sheet)		
12. Disposition of Unspent Contributions (Only reported on Report #3 , Annual Report or 15 <sup>th</sup> day of the second month after candidates defeat or incumbent does not run for reelection) (See page 3 of instruction sheet)		

AFFIRMATION

I Declare Under Penalty of Perjury That the Foregoing is True and Correct.

Name (print)

Office (if applicable)

District (if applicable)

Contributions in Excess of \$100 or, When Added Together from One Contributor Exceeds \$100  
Transfer Total Amount of All Campaign Contributions to Line 1 of Contributions Summary

CONTRIBUTOR'S NAME AND ADDRESS	DATE OF EACH CONTRIBUTION	AMOUNT OF EACH CONTRIBUTION	CHECK HERE IF LOAN	NAME AND ADDRESS OF 3 <sup>RD</sup> PARTY IF LOAN GUARANTEED BY 3 <sup>RD</sup> PARTY	NAME AND ADDRESS OF PERSON WHO FORGAVE THE LOAN, IF DIFFERENT THAN CONTRIBUTOR

This page may be copied or duplicated if additional space is needed.

Name (print)

Office (if applicable)

District (if applicable)

Written Commitments in Excess of \$100 or, When Added Together from One Entity Exceeds \$100  
Transfer Total Amount of All Written Commitments to Line 6 of Contributions Summary

NAME AND ADDRESS OF PERSON WHO MADE THE COMMITMENT	DATE OF EACH COMMITMENT	AMOUNT OF EACH COMMITMENT

This page may be copied or duplicated if additional space is needed.

Name (print)

Office (if applicable)

District (if applicable)

Expense Categories

CATEGORIES	CODE
Office expenses	A
Expenses related to volunteers	B
Expenses related to travel	C
Expenses related to advertising	D
Expenses related to paid staff	E
Expenses related to consultants	F
Expenses related to polling	G
Expenses related to special events	H
** Goods and services provided in kind for which money would otherwise have been paid	I
Other miscellaneous expenses	J

**\*\* NRS 294A.362 requires “In Kind” contributions and expenses to be reported on a separate form, which is attached.**



Name (print)

Office (if applicable)

District (if applicable)

Expenses in Excess of \$100

Transfer Total Amount of All Campaign Expenses to Line 8 of Expenses Summary

NAME AND ADDRESS OF PERSON, GROUP OR ORGANIZATION WHO RECEIVED THE PAYMENT FOR THE EXPENSE(S)	CATEGORY (See Previous Page)  NRS 294A.365	DATE OF EACH EXPENSE	AMOUNT OF EACH EXPENSE

This page may be copied or duplicated if additional space is needed.

# IN KIND CONTRIBUTIONS AND EXPENSES REPORT

---

IN KIND CONTRIBUTION IS DEFINED AS THE VALUE OF SERVICES PROVIDED IN KIND FOR WHICH MONEY WOULD HAVE OTHERWISE BEEN PAID.

*In kind contributions and expenses include: paid polling and resulting data, paid direct mail, paid solicitation by telephone, any paid paraphernalia that was printed or otherwise produced to promote a campaign and the use of paid personnel to assist in a campaign. An in kind contribution may also include, but is not limited to: goods and services such as billboards, office space, printing, food and beverage and yard signs.*

The donor of in kind contributions shall furnish to the recipient (candidate or other person), a written statement setting forth the actual cost of those services or the fair market value within 30 days after the time he furnishes those services. (NAC 294A.043)

*Examples of in kind contributions: (1) A person contributes billboard space and does not charge the candidate. The candidate would report the fair market value or actual cost of the billboard space as an in kind contribution; (2) A person pays for the printing cost of political signs for a candidate. The candidate would report the actual cost or fair market value of printing the signs as an in kind contribution.*

*Example of in kind expenses: (1) A person contributes the use of a large room to a candidate as an in kind contribution. Once the candidate utilizes the room it becomes an in kind expense to be reported.*

Name (print)

Office (if applicable)

District (if applicable)

IN KIND

Contributions in Excess of \$100 or, When Added Together from One Contributor Exceeds \$100  
Transfer Total Value of All In-Kind Campaign Contributions to Line 7 of Contributions Summary

CONTRIBUTOR'S NAME AND ADDRESS	DATE OF EACH IN KIND CONTRI- BUTION	DESCRIPTION OF EACH IN KIND CONTRIBUTION	VALUE OR COST OF EACH IN KIND CONTRIBUTION/ COMMITMENT	CHECK HERE IF LOAN	NAME AND ADDRESS OF 3 <sup>RD</sup> PARTY IF LOAN GUARANTEED BY 3 <sup>RD</sup> PARTY	NAME AND ADDRESS OF PERSON WHO FORGAVE THE LOAN

This page may be copied or duplicated if additional space is needed.

Name (print)

Office (if applicable)

District (if applicable)

In Kind Written Commitments in Excess of \$100 or, When Added Together from One Entity Exceeds \$100  
Transfer Total Amount of All Written Commitments to Line 6 of Contributions Summary

NAME AND ADDRESS OF PERSON WHO MADE THE IN KIND COMMITMENT	DATE OF EACH IN KIND COMMITMENT	AMOUNT OF EACH IN KIND COMMITMENT

This page may be copied or duplicated if additional space is needed.

Name (print)

Office (if applicable)

District (if applicable)

IN KIND

Expenses in Excess of \$100  
Transfer Total Value of All In-Kind Campaign Expenses to Line 11 of Expenses Summary

NAME AND ADDRESS OF PERSON, GROUP OR ORGANIZATION WHO RECEIVED THE IN KIND GOOD(S) OR SERVICE(S)	DESCRIPTION OF EACH IN KIND EXPENSE	DATE OF EACH IN KIND EXPENSE	VALUE OR COST OF EACH IN KIND EXPENSE

This page may be copied or duplicated if additional space is needed.

Prescribed by Secretary of State  
NRS 294A.120, 294A.125,  
294A.140, 294A.150, 294A.160  
294A.200, 294A.210, 294A.220, 294A.362

# **Reporting Requirements**

## **WHO MUST FILE (NRS 294A.120; 294A.200. 294A.360)**

**Every** candidate for state, district, county, city or township office

## **FILING DATES (NRS 294A.360)**

- **Report No. 1: March 27, 2007**
- **Report No. 2: May 29, 2007**
- **Report No. 3: July 15, 2007**
- **Annual Report: January 15, 2008**

If sent by certified mail, the date mailed is the date filed. The report may be sent by regular mail, however, the **date received** by the filing officer will then be the **date deemed filed**, not the date mailed.

## **WHERE TO FILE (NRS 294A.120; 294A.200, 294A.360)**

The report must be filed with the filing officer for the public office which the candidate is seeking.

## **CANDIDATE DEFINED (NRS 294A.005)**

"Candidate" means any person:

- (1) who files a declaration of candidacy;
- (2) who files an acceptance of candidacy;
- (3) whose name appears on an official ballot at any election; or
- (4) who has received campaign contributions in excess of \$100.

## **CAMPAIGN CONTRIBUTION and IN KIND CONTRIBUTION DEFINED (NRS 294A.007)**

**"Contribution"** means a gift, loan, conveyance, deposit, payment, transfer or distribution of money or of anything of value (including in kind contributions). The services of a volunteer are not considered a contribution. Volunteer means a person who does not receive compensation of any kind, directly or indirectly, for the services provided to a campaign. However, it is a contribution to be reported, if a person, other than a candidate, pays the compensation for the personal services that another person renders.

**In kind contribution** means the value of services provided in kind for which money would have otherwise been paid. The donor of in kind contributions shall furnish to the recipient a statement setting forth the actual cost of those services or, the fair market value.

**In kind contributions and expenses must be reported separately pursuant to NRS 294A.362. For your convenience a form is attached on which to report in kind contributions and expenses.**

## **ANONYMOUS CONTRIBUTIONS (NRS 294A.190)**

A candidate who receives a contribution of \$100 or more from an anonymous or unidentifiable contributor shall, within 10 days after receipt of the contribution, deliver the money to the state treasurer or donate it to a nonprofit entity.

Any questions? Please visit our website or contact this office at the following:

101 N. Carson Street, Suite 3; Carson City, NV 89701 • 775/684-5705 • [www.sos.state.nv.us](http://www.sos.state.nv.us) • [nvelect@govmail.state.nv.us](mailto:nvelect@govmail.state.nv.us)

**CAMPAIGN EXPENSES DEFINED (NRS 294A.004)**

“Campaign expenses” and “expenditures” mean those expenditures contracted for or made for advertising on television, radio, billboards, posters and in newspapers and all other expenditures contracted for or made to advocate expressly the election or defeat of a clearly identified candidate or group of candidates.

**REPORTS OF EXPENSES (NRS 294A.365)**

Each report of expenses or expenditures required pursuant to NRS 294A.200 must consist of a list of the expenditures made during the periods for reporting.

**NOTE : In kind contributions and expenses must be reported separately pursuant to NRS 294A.362. For your convenience a form is attached on which to report in kind contributions and expenses.**

**PENALTY SCHEDULE (NRS 294A.420):**

- If the report is filed 1-7 days late, \$25 for each day the report is late.
- If the report is filed 8-15 days late, \$50 for each day the report is late.
- If the report is filed more than 15 days late, \$100 for each day the report is late, up to a maximum of \$5,000 for each violation.